



ST. ANTHONY
—DE PADUA—
CATHOLIC PARISH

Parish Event & Fundraising Application Form

Fellowship-building event requests must be submitted at least 30 days in advance of the proposed event. Please turn this completed form in to the Parish Office.

What is the proposed event?

What ministry or group would sponsor the event?

Where would the event take place?

When would the event take place?

What is the maximum number of parishioners who could take part in the event?

Name of contact person within the group? (Please provide phone and email)

What would be the budget for event? Cost? Price of admission? Total expected revenue?

Who would be responsible for collecting and accounting for the funds raised by the event?



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How would the event build the Saint Anthony de Padua Catholic Parish community?

How would the funds generated be used?

Would Saint Anthony de Padua Catholic Parish staff resources be required?

How would parish facilities be impacted?

How would the event be marketed?

Will you need a liability waiver for this event?

Who will be responsible for setting up before and cleaning up after the event?

For Office Use Only

Reviewed By:

Stewardship Committee Business Manager Pastor

Approved Denied Date: _____



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St. Anthony de Padua Catholic Parish Event/Fundraising Policy

Effective: June 2019

St. Anthony de Padua Catholic Parish's commitment to stewardship is reflected in the manner in which fundraisers are avoided in our parish community, which includes both the church and the parochial school. Instead of allowing fundraisers, St. Anthony de Padua Parish carefully and intentionally directs our parishioners' sacrificial gifts of treasure to operate the parish and provide support to our many thriving ministries. We rely on ordinary income for our operating and daily expenses, as well for our (2½ percent) sacrificial gift to others in our parish and community. Building projects are paid for with funds generated by capital campaigns.

This policy is based on our belief that activities, events and causes worthy of funding are best supported through the normal budgeting process, or through application to the Financial Resources Committee.

In some cases, parish-approved, fellowship-building events are held that also raise money, which can be applied to the financial needs of certain groups. An example of this type of activity is our Spaghetti Dinner which helps to offset cost for the 8th grade field trip at the end of the year.

Parish groups seeking approval for a fellowship-building event that also raises funds for a particular purpose must meet all of the following criteria:

- The event must be a fellowship-building activity—one that creates an opportunity for members of the parish community to come together to build deeper relationships with the parish and one another;
- The event must connect with the overall parish and/or school mission. The event should raise awareness about an area of parish or parochial school ministry.
- The event must be one to which both church and parochial school households are invited and welcomed;
- The event must be run by parishioners and not rely on a for-profit fundraising firm.

Parishioners requesting approval for the event must submit an application form and provide all requested details on the event/fundraiser, which will be reviewed by the Stewardship Core Team Sacrificial Giving Subcommittee, the Parish Business Manager, and the Pastor. If in the event an application is denied, reasons will be provided.

Approved and Updated: 5/30/2019